

11 December 1981

MEMORANDUM FOR THE RECORD

SUBJECT : Personnel Planning

1. At a meeting with Pete, Stan, and [ ] on 10 December 1981, Pete asked Stan and Ray to work out some triggering mechanism which would alert us to trends in such areas as:

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- Composition of the Agency work force
- Promotion rates overall and component by minority and professional.
- Losses and accessions
- Conversion to professional
- Inter-Directorate rotation
- PRAs

2. Stan and Ray feel they can come up with something, in fact, have some of this done already. Suggesting a three-year display at least Agency-wide if not Career Service, they advised it might not be possible to go that far back on some of the points. Also, the recent change made by PMCD to recategorize some jobs from clerical to technical might create a problem in identifying a trend since current data will not track with the past.

3. The purpose of this exercise is to provide an alert to P&PS that a particular subject might need attention, and this is in connection with the personnel planning paper which is the basis for P&PS' role in the process of identifying, studying, and analyzing personnel management issues.

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Distribution:

Orig - Personnel Planning File

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OP/P&PS/[ ]sjw (12/11/81)

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